

USER GUIDE FOR LUNA-INSIGHT

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1. What is LUNA-Insight?

LUNA is software from Luna Imaging that La Trobe University uses to manage, access, use, and present collections of digital images.

2. LUNA-Insight: Navigation

2.1 Go to <http://www.lib.latrobe.edu.au/insight>

The screenshot shows the LUNA-INSIGHT @ LA TROBE website. At the top left is the La Trobe University logo. To the right is a "Skip to content" link. Below the logo is a breadcrumb trail: "You are here: University home > Library > Insight". The main heading is "LUNA-INSIGHT @ LA TROBE". Below this is a description: "LUNA-Insight provides digital image collections and tools in support of teaching, learning, and research for faculty and students of La Trobe University." Under the heading "ACCESS", there is a "Please note" section stating that login is required for some collections. Below this are three access buttons: "Open Access", "LTU Only" (which is selected with a green checkmark), and "LTU Anatomy Only". A sub-heading "La Trobe University Staff and Students Only" is present. The first collection featured is "A record in stone", described as examples of flaked stone artefacts. It has "Student access" and "Staff access" buttons and a small image of a stone artefact. The second collection is "National Palace Museum", described as thousands of digitized works from Taipei. It has an "ACCESS" button and a small image of a museum artifact. The third collection is "Zoology", described as a research collection by Dr. Patricia Woolley. It has "Student access" and "Staff access" buttons and a small image of a bird.

2.2 Click on the **Student access** or **Staff access** button as appropriate to access a collection.

LUNA-INSIGHT @ LA TROBE

LUNA-Insight provides digital image collections and tools in support of teaching, learning, and research for faculty and students of La Trobe University.

Access

Please note: due to some requirements of this database you may need to login to see different individual collections. Use your La Trobe University login when logging in (students) or your existing LUNA-Insight account (staff).


Open Access LTU Only LTU Anatomy Only

La Trobe University Staff and Students Only

A record in stone [Click to access A record in stone](#)

A Record in Stone provides examples of the different ways in which archaeologists use flaked stone artefacts as a basis for reconstructing the distant human past.

[Student access](#) [Staff access](#)




National Palace Museum

The curators of the National Palace Museum in Taipei have carefully selected thousands of works from their permanent collection to be included in a new digitized collection. The scope of these works spans seven millennia of Chinese history and pre-history.

The bone image database contains over 580 skeletal images of 26 Australian mammal species.

[Access](#)



You may be taken to the LUNA-Insight login page.

LUNA

◀ ▶ COLLECTIONS EXPLORE CREATE SHARE HELP

Log In

Welcome to LUNA

Please login using your plain username.

For example: if your username is jsmith@ltu.edu.au, your login name should be 'jsmith'

Username:

Password:

Submit

2.3 Enter your usual La Trobe University Username and Password then click the **Submit** button.

You will be logged in and taken to the collection you selected – in this case the *A Record in Stone* collection:

LUNA Log Out

◀ ▶ EXPLORE CREATE SHARE HELP

View Collection Categories List

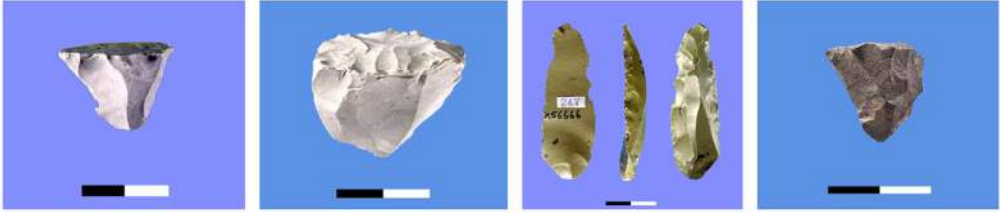
ALL COLLECTIONS

La Trobe University Collections

- A RECORD IN STONE IMAGES
- ANATOMY: HELP
- ANATOMY: INTRODUCTION
- ANATOMY: LIMBS
- ANATOMY: MASTER
- ANATOMY: MEDICAL IMAGING
- ANATOMY: RADIOLOGY
- ANATOMY: TISSUES & ORGANS
- ANATOMY: TRUNK BODY WALL
- ANATOMY: TRUNK VISCERA
- CINEMA STUDIES - DIGITAL VIDEO
- DENEAARCHIVE
- DENTAL HISTOLOGY TRANSPARENCY
- FRACTURE REVISION GUIDE

La Trobe University Collections

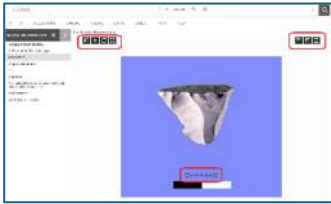
Browse A Record In Stone images












[BROWSE ALL](#) [FACET SEARCH](#)

2.4 Click the **Browse All** button to view all images in collection. Use the arrows at the top left to move forwards or backwards through the collection.

2.5 Double-click on an image to select it.

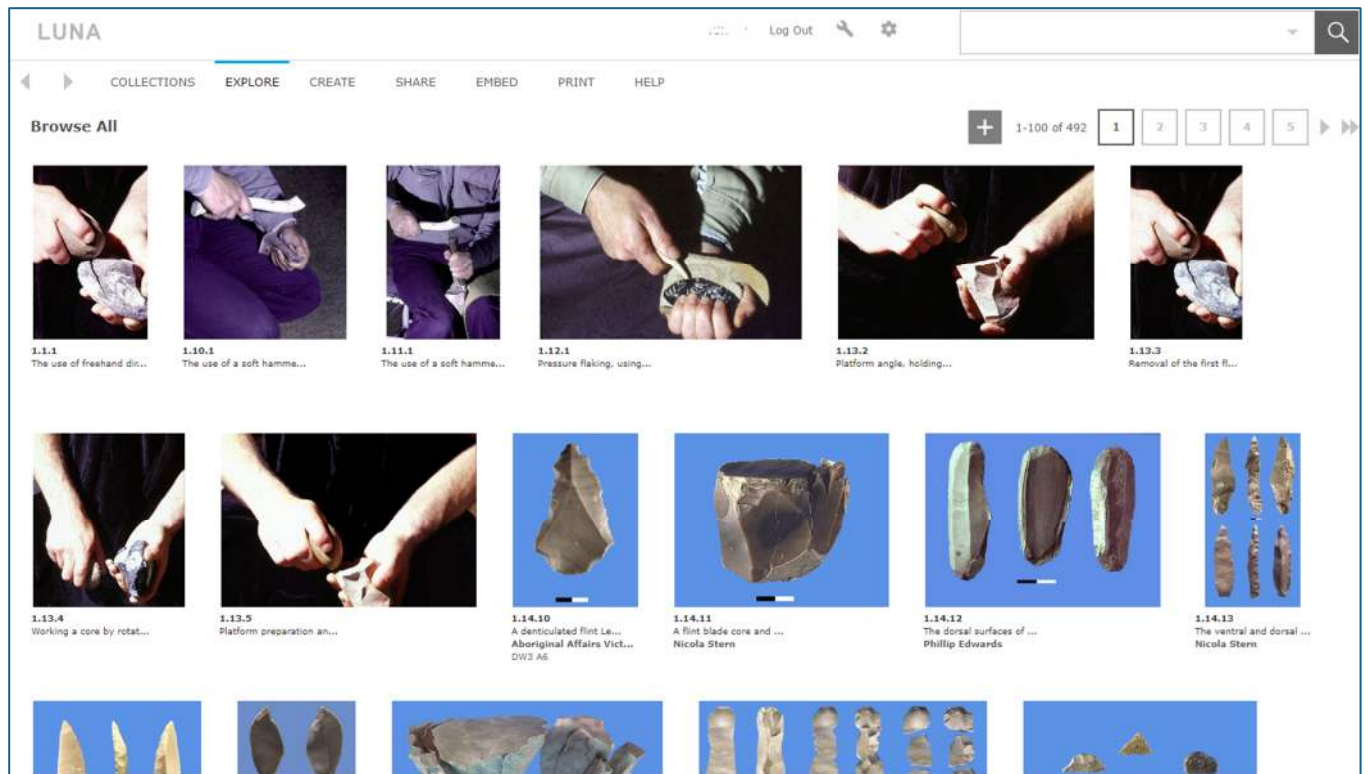


You will be presented with a detailed view of the image.

	Open the image in the Image workspace
	Add the media item to a group
	Rotate the item
	Open the item in full screen view
	Display annotations: indicates how many annotations are on an image. Click on it to hide or show the annotations. This icon only appears if there are annotations for the item
	Add Annotation: Annotations can be added to an image and saved <ul style="list-style-type: none"> • at a collection level for all to see • privately so only you will see them • to a Media Group in order to share the annotation with others
	Show/Hide Thumbnail Navigator: allows you to control which section of a zoomed-in image you see. Drag the greyed-out zoomed area around the thumbnail to see that zoomed section or simply pan in the image itself
	Maximize Image: maximizes the image to fit the workspace
	Zoom: click on the “+” or “-“symbol to zoom in and out on an image, drag the zoom bar left or right, or, use the scroll wheel on your mouse

3. LUNA-Insight: Details

When you open a collection in LUNA-Insight and then click on **Browse All** button you will see thumbnails for all the images in the collection.



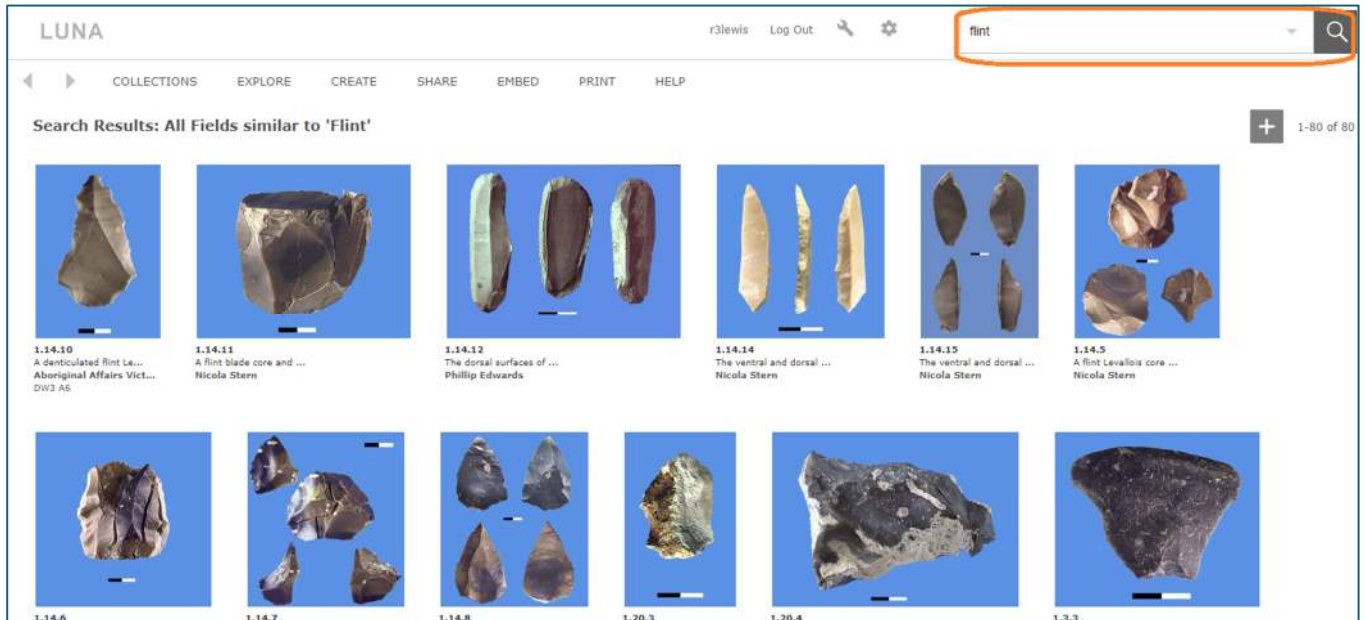
You can browse the images, or search using the search box at the top right.

From within the **Group Workspace**, you can do a quick scan of image thumbnails and do a range of text searching to retrieve particular images.

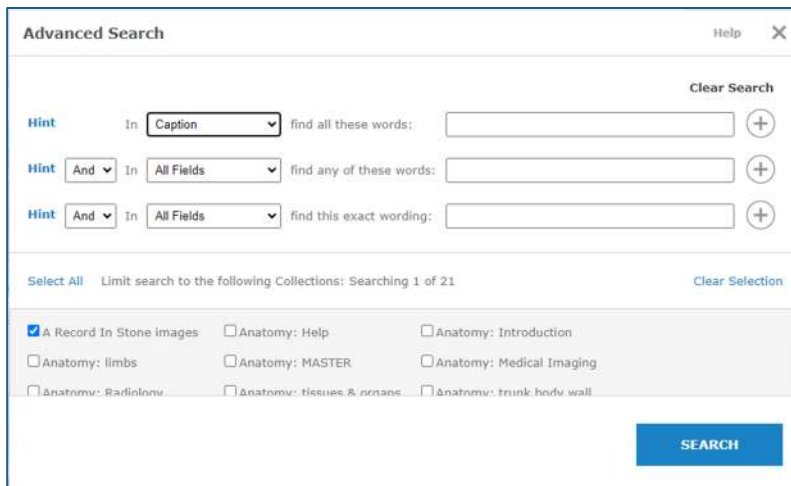
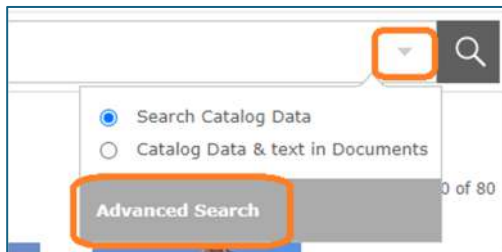
3.1.1 Search images

Images can be searched across a collection of images by selecting collections to search on and then filling in search fields as appropriate:

Search for keywords in the search box at the top right.

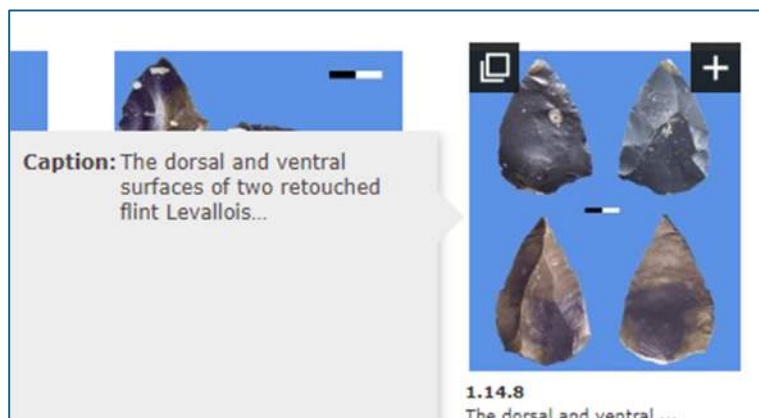
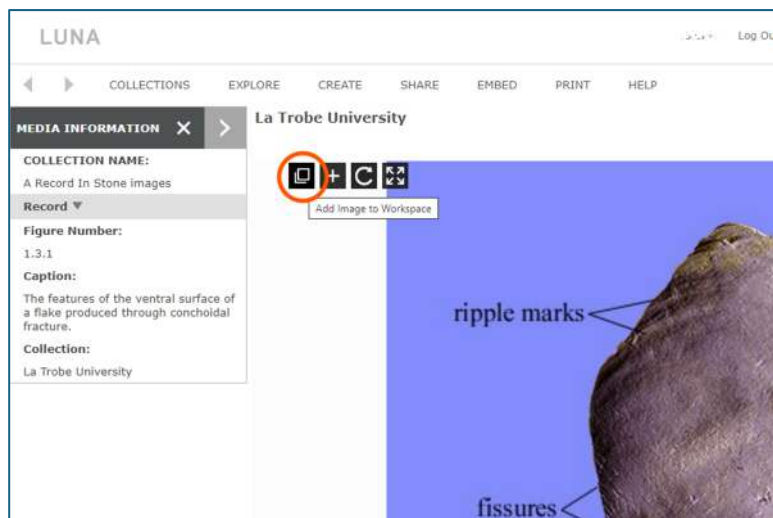


Click on the arrow, then **Advanced search** to do more complex searches.



3.1.2 View summary description data of selected image

If you hover the mouse pointer over the image the summary information will appear.



3.2 Add image to workspace

Click the icon in top-left corner of the image:

The **LUNA Workspace** will open in a separate browser window. Other selected images will be added to this window. These selected images can then be worked on together

4. Help with LUNA-Insight

There is a training video on navigating Luna at <https://www.youtube.com/watch?v=8-aCx6TGdc0>

If you are having problems using LUNA-Insight please contact the [library](#) via chat, phone or email, or use the contact form.

Contact your subject coordinator if you are not sure which parts of the database are relevant for you.